

Job Seeking Skills Workshops

January - June, 2018

★ **Manti Employment Center**
55 S. Main Suite #3 • Manti, Utah

Register for
reserved seating.
Walk-ins
welcome.



- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call
435-835-0720, visit jobs.utah.gov or come
to DWS at 55 S. Main Suite #3 • Manti, UT.

RESUMÉ WRITING:

Jan 2, 16, 30	10:00 AM–12:00 PM
Jan 9, 23	1:00 PM–3:00 PM
Feb 6, 20	1:00 PM–3:00 PM
Feb 13, 27	10:00 AM–12:00 PM
Mar 6, 20	1:00 PM–3:00 PM
Mar 13, 27	10:00 AM–12:00 PM
Apr 3, 17	1:00 PM–3:00 PM
Apr 10, 24	10:00 AM–12:00 PM
May 1, 15, 29	1:00 PM–3:00 PM
May 8, 22	10:00 AM–12:00 PM
Jun 5, 19	10:00 AM–12:00 PM
Jun 12, 26	1:00 PM–3:00 PM

INTERVIEWING SKILLS:

Jan 3, 17, 31	1:00 PM–3:00 PM
Jan 10, 24	10:00 AM–12:00 PM
Feb 7, 21	10:00 AM–12:00 PM
Feb 14, 28	1:00 PM–3:00 PM
Mar 7, 21	10:00 AM–12:00 PM
Mar 14, 28	1:00 PM–3:00 PM
Apr 4, 18	10:00 AM–12:00 PM
Apr 11, 25	1:00 PM–3:00 PM
May 2, 16, 30	10:00 AM–12:00 PM
May 9, 23	1:00 PM–3:00 PM
Jun 6, 20	1:00 PM–3:00 PM
Jun 13, 27	10:00 AM–12:00 PM

RESUMÉ WRITING: Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities
by calling 801-526-9240. Individuals with speech or hearing impairments may call the
Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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